

STATE OF HAWAII

Application for Non-Competitive Appointment

Please type or print in ink.

RECEIVED

JOB TITLE Registrar of Conveyances RECRUITMENT NO. 01-086

Name WATANABE 31 DEC 13 P 2:19 Soc. Sec. No. [REDACTED]
Last Name First Name Middle Initial

Address [REDACTED] PERSONNEL OFFICE [REDACTED] Phone No. [REDACTED]
Number Street Apt. # Home
Honolulu Hawaii 96826 587-0120
City Island Zip Code Business

Be complete and accurate. An incomplete application may be cause for disqualification. False answers may be grounds for disqualification or dismissal. The information you provide will be used to determine whether you meet the minimum qualification requirements specified in the recruitment announcement.

Federal laws (Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, and the Americans with Disabilities Act) prohibit employers from discriminating on the basis of race, color, religion, sex, national origin, or disability. The Age Discrimination in Employment Act prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. Chapter 378, H.R.S., prohibits employers from discriminating on the basis of race, sex, sexual orientation, age, religion, color, ancestry, disability, marital status, or arrest and court record except where it is a bona fide occupational qualification. The federal and state laws apply to all forms of employment decisions and actions, including pre-employment inquiries. The State of Hawaii is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

Education and Training

Name and Location of Last Grade School Attended (elementary, intermediate, or high school) Mid-Pacific Institute Highest Grade Completed 12 Year Graduated [REDACTED]

List other training beyond high school including business, trade, armed forces, college or university and graduate or professional schools. When verification is required, please submit proof or evidence of having completed the course(s) of study.

Name and Location of School	Course or Major Field of Study	Credit Hrs. Completed	Kind of Degree, Diploma or Certificate Received	Date Received
University of Hawaii	Math			

Licenses List any licenses, registrations, or certificates that you possess which are pertinent to this job. Please present when filing your application or submit a copy with your application.

Type	License/Registration No.	Date First Issued	Expiration Date
N/A			

Language Skills Other than English, list the language(s) you can speak, read, and/or write. After each language, indicate with the proper letter(s) if you are able to (S) speak, (R) read, or (W) write.

N/A

Special Qualifications List membership in professional or scientific societies, honors, awards, fellowships, publications, etc. Please do not submit copies unless requested to do so.

For Personnel Use Only:

Permanent Employee ☒ Yes ☐ No

Last Performance Appraisal Satisfactory ☒ Yes ☐ No

☐ Accept
☐ Reject

200601

JOB TITLE: REGISTRAR OF CONVEYANCES

LOCATION: Office of the Registrar of Conveyances
Bureau of Conveyances
Department of Land and Natural Resources

I. INTRODUCTION

The Bureau of Conveyances is the sole State agency mandated and guided by Chapters 501, 502 and other related chapters of the Hawaii Revised Statutes to protect the rights of individuals and organizations in land ownership. Two diverse recording systems must be maintained: Regular and Land Court (Torrens System). The Bureau currently manages records that affect the ownership of over 2.4 million acres. Comprehensive records include deeds, mortgages, maps, liens, judgements, etc. that affect title to property. These documents are utilized by title companies, attorneys, developers, and individuals in establishing title ownership, value, or use of the property. In addition the *Bureau of Conveyances* also registers documents under the provisions of the Uniform Commercial Code as a means of perfecting security interest in personal property.

Working under the broad policy and administrative direction of the Chairperson of the Board of Land and Natural Resources, the Bureau consists of 61 employees, 20 temporary positions, and three Student Helper I positions. It accomplishes its objectives without the functional support or services of the department or other departments.

The Bureau is responsible for formulating and implementing new policies and procedures based on legislative changes to various sections of the statutes. These have a tremendous impact on the economy of the State. Without expeditious and proper recordings occurring, developments are stalled, interest rates are affected, or homeowners cannot acquire title to their property.

The Registrar of Conveyances serves as administrator of the Bureau of Conveyances, a major division in the Department of Land and Natural Resources, and is responsible for planning, organizing, and directing the accurate recording and abstracting of information from original documents related to land and title in the State of Hawaii. This position is also commissioned to do notarial acknowledgements.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Administrative and Technical Duties

85 %

Plans and directs the functions and operations of the Bureau, oversees the examination of legal documents for compliance with Land Court and Regular System recording laws, and ensures the accurate creation of permanent public records of recordable transactions related to real and personal property.

Oversees, manages, and coordinates long range planning of the Bureau in conformance with Department and Division policies, priorities, and professional standards.

Formulates and establishes policies and procedures for carrying out the goals and objectives of the division and department, determines program direction and emphasis, and establishes program priorities.

Develops, reviews, and controls the program's annual budget and program revenues generated from recordings and conveyance taxes.

Exercises administrative leadership to assure all laws, rules, regulations, policies, and procedures are followed; keeps abreast of and interprets changes in legislation; attends legislative hearings and presents testimony; consults with judges, attorneys, title insurance companies, financial institutions, and other state departments on legislative proposals and changes; interprets, explains, and enforces the provisions of governing laws and regulations; analyzes new or proposed legislation and evaluates its impact; drafts legislation to improve recordation standards and procedures.

Possesses the authority to make all memoranda affecting the title of land, to enter and issue new Certificates of Title as provided in Chapter 501, Hawaii Revised Statutes, and to affix the seal of the Land Court.

Provides general direction for training, evaluating, and supervising staff; directly supervises the Deputy Registrar of Conveyances (Position 137), Administrative Assistant (Position 44992), and proposed Secretary IV (Position 14953).

Provides direction and guidance in the development and operation of the division's Land Court Automated Title System (LCATS), its computerized indexing system of all recorded documents accessible to the public through microfilm, microfiche and magnetic tapes.

Represents the Chairperson of the Board of Land and Natural Resources before departmental and interdepartmental meetings, court hearings, legislative committees, and court registration matters.

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2. Other Related Duties

15%

Represents the State in all meetings and discussions with officials from other states, counties, and foreign governments on recording, registering, and certifying land and title in the State of Hawaii.

Performs other related technical and administrative duties as assigned.

III. CONTROLS OVER THE POSITION

The duties of the position of Registrar of Conveyances are performed under the broad policy and administrative direction of the Chairperson of the Board of Land and Natural Resources. The Registrar is also accountable to the Judge of the Land Court for implementation of the Land Court laws, rules and regulations.

IV. QUALIFICATION REQUIREMENTS OF THE WORK

1. Experience and training: Six (6) years experience in land title searching or in reviewing land documents for conformity with statutory recording requirements, three (3) years supervisory experience, and one (1) year administrative responsibility. High school graduation. Possession of a degree from an accredited university with course work in business or real estate law may be substituted on a year-for-year basis.
2. Knowledge of State laws, rules and regulations pertaining to the recordation of land title conveyances; knowledge of other documents used within the Land Court and Hawaiian land recording systems; conveyancing forms and procedures; office practices.
3. Principles and practices of supervision.

V. SERVICE BEYOND REQUIRED DUTIES

Presents workshops covering recording procedures to Association of Mortgage Lenders, mortgage bankers, Escrow Association of Hawaii, Hawaii Land Title Association, Hawaii Bar Association - Real Property Committee, and Professional Secretaries Association.

JOB TITLE: DEPUTY REGISTRAR OF CONVEYANCES

LOCATION: Office of the Registrar of Conveyances
Bureau of Conveyances
Department of Land and Natural Resources

I. INTRODUCTION

The Bureau of Conveyances is the sole State agency mandated and guided by Chapters 501, 502 and other related chapters of the Hawaii Revised Statutes to protect the rights of individuals and organizations in land ownership. Two diverse recording systems must be maintained: Regular and Land Court (Torrens System). The Bureau currently manages records that affect the ownership of over 2.4 million acres. Comprehensive records include deeds, mortgages, maps, liens, judgments, etc. that affect title to property. These documents are utilized by title companies, attorneys, developers, and individuals in establishing title ownership, value, or use of the property. In addition the Bureau of Conveyances also registers documents under the provisions of the Uniform Commercial Code as a means of perfecting security interest in personal property.

Working under the broad policy and administrative direction of the Chairperson of the Board of Land and Natural Resources, the Bureau consists of 61 employees, 20 temporary positions, and three Student Helper I positions. It accomplishes its objectives without the functional support or services of the department or other departments.

The Deputy Registrar of Conveyances functions in the dual capacity as a full deputy to the Registrar of Conveyances, Position 148, and as Assistant Registrar of the Land Court. This position also oversees the operations of all three branches of the Bureau of Conveyances and the internal coordination thereof.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Administrative and Technical Duties

85%

Serves as Acting Registrar of Conveyances during the absence of the Registrar or in case of a vacancy in that office.

Oversees, manages, and coordinates the staff in conformance with Department and Division policies, priorities, and professional standards and the functions of

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the Regular Recording Branch, Land Court Recording Branch, and the Support Services Branch.

Acts as staff assistant to the Administrative Assistant, Position 44992, Conveyance Branch Chief, Position 139, and the Deputy Registrar, Position 40435, in formulating and establishing administrative control.

Prepares statistical reports and studies; exercises direction over the collection and analyses of information from all three branches concerning schedules, operations, and production of the various phases of planning.

Maintains records on personnel management function of the division in cooperation with the department's personnel officer.

Supervises, reviews, and provides general direction to the Conveyancing Branch Chief, Position 139, and the Deputy Registrar, Position 40435. Directs attention to the procedures and priorities set by the Division and the Department.

Possesses the authority to make all memoranda affecting the title of land, to enter and issue new Certificates of Title as provided in Chapter 501, Hawaii Revised Statutes, and to affix the seal of the Land Court.

Represents the Registrar before departmental and interdepartmental meetings, court hearings, legislative committees, and court registration matters.

2. Other Related Duties

15%

Represents the Division at public meetings, public hearing, private meetings; participates in discussions; and prepares materials and reports for aforesaid.

Performs other related technical and administrative duties as assigned.

III. CONTROLS OVER THE POSITION

The duties of the position of Deputy Registrar of Conveyances are performed under the general supervision of the Registrar of Conveyances. In the absence of the Registrar, the duties are performed under the administrative direction of the Chairperson of the Board of Land and Natural Resources, with full authority to direct the Bureau activities.

IV. QUALIFICATION REQUIREMENTS OF THE WORK

1. Experience and training: Six (6) years experience in land title searching or in reviewing land documents for conformity with statutory recording requirements, three (3) years supervisory experience, and one (1) year administrative responsibility. High school graduation. Possession of a degree from an

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accredited university with course work in business or real estate law may be substituted on a year-for-year basis.

2. Knowledge of State laws, rules and regulations pertaining to the recordation of land title conveyances; knowledge of other documents used within the Land Court and Hawaiian land recording systems; conveyancing forms and procedures; office practices.
3. Principles and practices of supervision.

V. SERVICE BEYOND REQUIRED DUTIES

Present workshops covering recording procedures to Association of Mortgage Lenders, Mortgage Bankers, Escrow Association of Hawaii, Hawaii Land Title Association, Hawaii Bar Association - Real Property Committee, and Professional Secretaries Association.

TEMPORARY ASSIGNMENT:

Registrar of Conveyances (See Exhibit A for Duties)

9-16-91	to	9-30-91
5-4-92	to	5-15-92
8-31-92	to	9-4-92
9-21-92	to	9-25-92
10-20-92	to	10-23-92
5-3-93	to	5-14-93
9-19-93	to	9-22-93
4-15-94	to	4-19-94

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JOB TITLE: ASSISTANT VICE PRESIDENT & MANAGER

LOCATION: Island Title Corporation

I. MAJOR DUTIES AND RESPONSIBILITIES

Schedule vacations and work assignments;

Hire, train, evaluate and monitor work of employees;

Prepare budget and review against monthly P & L;

Plan, develop, implement and promote marketing programs to increase business;
(i.e. exchange seminar, realtor training sessions, credit union legal workshops)

Resolve personnel differences in the office;

Review technical appropriations of documentation pursuant to Hawaii Revised Statutes
for recording purposes;

Develop programs to facilitate escrow closings;

Research Real Property Tax and Third Circuit Court records to establish effects on title;

Advise employees on difficult transactions such as reverse exchanges, delayed exchanges,
bankruptcies, probate, partition actions, etc.

Secure and design office space;

Approve equipment and furniture purchases;

Direct Hilo and Maui branches.

JOB TITLE: BRANCH MANAGER

LOCATION: First American Title

I. MAJOR DUTIES AND RESPONSIBILITIES

Hire, train, evaluate and monitor work of employees;

Review technical appropriations of documentation pursuant to Hawaii Revised Statutes for recording purposes;

Schedule vacations and work assignments;

Direct Hilo and Maui branches.

Plan, develop, implement and promote marketing programs to increase business;
(i.e. exchange seminar, realtor training sessions, credit union legal workshops)

Develop programs to facilitate escrow closings;

Prepare budget and review against monthly profits and losses;

Resolve personnel differences in the office;

Advise employees on difficult transactions such as reverse exchanges, delayed exchanges, bankruptcies, probate, partition actions, etc.

Secure and design office space;

Approve equipment and furniture purchases;

Research Real Property Tax and Third Circuit Court records to establish effects on title;